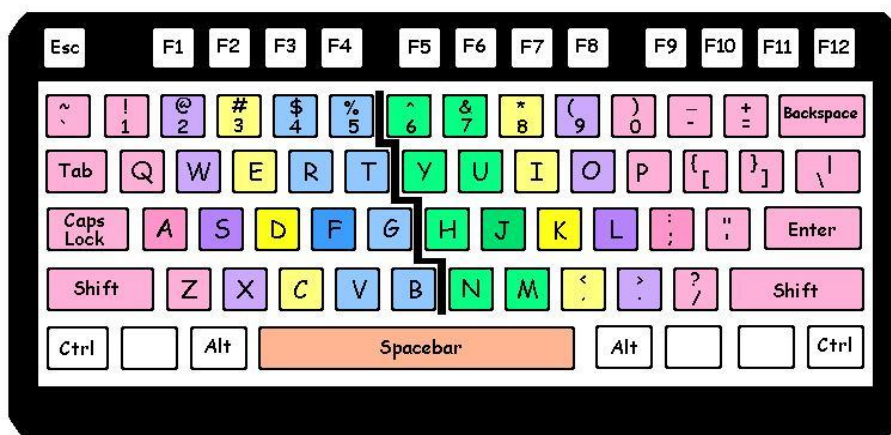


**FDSAJKL; HEIROTNG Lshift period UCW Rshift BYMXPW +
Q, COMMA, Z, COLON, CAPS LOCK, ?, TAB**

Directions: Key each group of lines once. *Don't look at your hands!*



1 a qa qa aq aq quo quo qt. qt. quad quad quit quite
a qa qa aq aq quo quo qt. qt. quad quad quit quite

2 qa quo quo qt. qt. quay quay aqua aqua quite quite
qa quo quo qt. qt. quay quay aqua aqua quite quite

3 k k ,k ,k kit, kit; Rick, Ike, or I will go, also.
k k ,k ,k kit, kit; Rick, Ike, or I will go, also.

4 a ski, a ski; a kit, a kit; a kite, a kite; a bike
a ski, a ski; a kit, a kit; a kite, a kite; a bike

5 Ike, I see, is here; Pam, I am told, will be late.
Ike, I see, is here; Pam, I am told, will be late.

6 a a za za zap zap zap zoo zoo zip zip zag zag zany
a a za za zap zap zap zoo zoo zip zip zag zag zany

7 za za zap zap zed zed oz. oz. zoo zoo zip zip maze
za za zap zap zed zed oz. oz. zoo zoo zip zip maze

8	zap it, zip it, an adz, to zap, the zoo, eight oz. zap it, zip it, an adz, to zap, the zoo, eight oz.
9	:: :: :: Date: Time: Name: Room: From: File: :: :: :: Date: Time: Name: Room: From: File:
10	:: :: To: File: Reply to: Dear Al: Shift for : :: :: To: File: Reply to: Dear Al: Shift for :
11	Two spaces follow a colon, thus: Try these steps: Two spaces follow a colon, thus: Try these steps:
12	Hal read PENTAGON and ADVISE AND CONSENT by Drury. Hal read PENTAGON and ADVISE AND CONSENT by Drury.
13	Oki joined FBLA when her sister joined PBL at OSU. Oki joined FBLA when her sister joined PBL at OSU.
14	Zoe now belongs to AMD and DPE as well as to NBEA. Zoe now belongs to AMD and DPE as well as to NBEA.
15	:: :: ? ? Who? What? When? Where? Why? Is it? :: :: ? ? Who? What? When? Where? Why? Is it?
16	Who is it? Is it she? Did he go? Was she there? Who is it? Is it she? Did he go? Was she there?
17	Is it up to me? When is it? Did he key the line? Is it up to me? When is it? Did he key the line?
18	Zosha was quick to dive into my big pool for Jinx. Zosha was quick to dive into my big pool for Jinx.

19	<p>The tab key is used to indent blocks of copy such as these.</p> <p>It should also be used for tables to arrange data quickly and neatly into columns. Learn now to use the tab key by touch; doing so will add to your keying skill.</p> <p>Strike the tab key firmly and release it very quickly. Begin the line without a pause. If you hold the tab key down, the cursor will move from tab to tab across the line.</p>
20	<p>The best dancers are: Ana and Jose; Mag and Boyd.</p> <p>Did Ms. Paxson send us the letter from Dr. LaRonde?</p> <p>Masami saw the game on ESPN; Krista saw it on NBC.</p>
21	<p>Quig just fixed prize vases he won at my key club.</p> <p>Marcia works for HMS, Inc.; Juanita, for XYZ Corp.</p> <p>Su did vow to rid the town of the giant male duck.</p>
22	<p>How you key is just as vital as the copy you work from or produce. What you put on paper is a direct result of the way in which you do the job.</p> <p>If you expect to grow quickly in speed, take charge of your mind. It will then tell your eyes and hands how to work through the maze of letters.</p>